



**Verschoyle Phillip Cronyn
Memorial Archives**
Diocese of Huron
The Anglican Church of Canada

Archives and the Parish

What goes to the Diocesan Archives?

- Parish Registers
- Annual Vestry Minutes
- Board of Management / Parish Council Minutes
- Vestry Books (records of church services)
- Property Deeds
- Property and Development Files
- Parish Histories (complete)
- Financial Records
- Sentences and Services of Consecration / De-Consecration
- Legal Documents: Mortgages, Wills
- Architectural Plans
- Minutes of Women's Groups: ACW, WMS, WA
- Maps: Parish Boundaries, Church Lots, Cemetery Plans
- Drawings, paintings, photos, scrapbooks, clippings
- Correspondence: Incumbent's Official Papers
- Statistics
- Audio and Videotapes of Events or Interviews
- Corporation's Official Papers

What does a Parish Keep?

Weekly Bulletins
Programs and Posters
Newsletters
Orders of Service
Pew Bulletins
Histories (in progress)

Your records appreciate:

1. Clean, dry areas without excessive light (either natural or artificial)
2. Temperature of 18-20 C and humidity of 40-60 degrees
3. Sturdy boxes with lids
4. Shelves, not the floor
5. Archival-friendly scrapbooks, tapes, and glues.
6. Coated paper clips (Removal of Staples)